



LAND DIVISION AND  
BOUNDARY ADJUSTMENT  
APPLICATION



DATE RECEIVED BY PLANNING DEPARTMENT: \_\_\_\_\_

Parcel Code: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

You **MUST** answer all questions and include all attachments or this application will be returned to you. Bring or mail to the City's Planning Department at City Hall, 333 West Ellsworth Street, Midland, MI 48640. Phone: 989-837-3374. **No facsimiles accepted.**

THE APPLICANT SHALL RECORD THE ATTACHED LAND DIVISION AFFADAVIT AND THE APPROVED LAND DIVISION / BOUNDARY ADJUSTMENT AT THE MIDLAND COUNTY REGISTER OF DEEDS OFFICE AFTER APPROVAL.

Approval of a division of land is required **before** land is sold when the new parcel is less than 40 acres.

1. LOCATION OF PARENT PARCEL TO BE SPLIT or COMBINED:

Street Address: \_\_\_\_\_

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2. PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ FAX: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

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3. DESCRIBE THE DIVISION(S) BEING PROPOSED:

Number of new parcels: \_\_\_\_\_

The division of the parcel provides access to an existing public or private road by one of the following:

\_\_\_ An existing public or private road. Name: \_\_\_\_\_

\_\_\_ A new public road. Proposed road name: \_\_\_\_\_

\_\_\_ A new private road. Proposed road name: \_\_\_\_\_

\_\_\_ New division(s) will have access by easement. Attach a copy of the easement agreement.

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4. DEVELOPMENT SITE LIMITS:

Check each known condition that exists on the parent parcel. Any part of the parcel:

\_\_\_ is riparian or littoral (it is a river or lakefront parcel) or adjacent to a drain.

\_\_\_ includes a wetland.

\_\_\_ is within a flood plain.

\_\_\_ has an abandoned well, underground storage tank, or contaminated soils

\_\_\_ Other (please list): \_\_\_\_\_

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(continued on reverse side)

5. ATTACHMENTS (all attachments **must** be included):

- A. Map of the proposed division(s) of the parent parcel (maximum size 8.5"x 14"), drawn to scale, showing:
    - (1) the division(s) proposed by this application.
    - (2) dimensions of the proposed divisions.
    - (3) all existing and proposed road easements and/or rights-of-way.
    - (4) utility easements.
    - (5) existing improvements (buildings, wells, septic systems, driveways), etc., with setback dimensions from property lines.
  - B. A statement about divisions of land from the parent parcel that have been reserved for others and to whom they are reserved.
  - C. A separate page or pages showing legal description of parent parcel and legal description(s) of proposed parcel(s).
  - D. Other (please list): \_\_\_\_\_
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6. All due and payable taxes and all special assessments must be paid in full before submitting this application.

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7. Attached Land Division and Boundary Adjustment Affidavit must be signed, notarized, and returned as a part of this application.

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Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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FOR BOUNDARY ADJUSTMENTS, the adjacent property owner must also sign below to request that the divided portion be combined with his/her/their parcel.

I/We, \_\_\_\_\_, am/are the owner of parcel  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_ with the address of \_\_\_\_\_  
and request that my/our parcel be combined with the resulting, newly divided parcel.

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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\_\_\_\_ Land Division Approved. Conditions, if any: \_\_\_\_\_

\_\_\_\_ Land Division Denied. Reasons (cite §): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is designed to comply with §109 of the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 *et seq*).

Last revision: 5-12-05